



STATE OF MICHIGAN

**Family
Independence
Agency**

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To: **Andrew L. Zylstra, Director**
Kent County FIA

Date: **August 22, 2002**

From: **Rita Barker, Director**
Office of Internal Audit

Subject: **Audit of Juvenile Justice Casefiles**
October 1, 2001 through June 30, 2002
Audit # 2002-028

The Office of Internal Audit performed an audit of Kent County FIA Juvenile Justice casefiles for youth in community based placements in Kent County as of June 30, 2002. We selected a sample of 23 active cases, and reviewed the casefiles to determine if they contained the required documentation and information. Our audit was conducted in accordance with Standards for the Professional Practice of Internal Auditing, issued by the Institute of Internal Auditors.

For cases that were adjudicated in Michigan, we tested to determine if the file contained a court order that directed or allowed FIA to place the youth in a community based program, and that the file contained an initial service plan that was completed within 30 days of the date Kent County FIA accepted the youth for placement, and quarterly updated service plans.

For youth that were adjudicated in other states and subsequently placed with relatives in Michigan under the supervision of Kent County FIA, we tested to determine if Kent County FIA staff inspected the home where the youth was placed and made follow-up contact with the youth and/or the family at least quarterly, and documented the contacts in the casefile.

The findings are as follows:

1. In 10 case files out of 23 the worker used a Kent County Court Supplemental Hearing Report and Updated Service Plan form instead of a Supplemental Updated Service Plan (FIA-4781). For 3 of those 10 cases, the Kent County Court Supplemental Hearing Report and Updated Service Plan forms were not signed by the worker and/or supervisor. In 5 instances the form was completed every 6 months instead of the required quarterly report.

2. In another 5 cases we found the Supplemental Updated Service Plan was not signed by the supervisor.
3. For one case the worker did not complete an Initial Service Plan or an Updated Services Plan.
4. In one OTI case the home study was completed four months after FIA accepted the case, instead of one month required by policy.
5. One case should have closed due to the court order expiring September 11, 2001.
6. One case the Updated Services Plan was not done timely.

WE RECOMMEND that Kent County FIA ensure that initial and updated service plans are completed timely and signed by the worker and supervisor, and that home studies are completed within one month of Kent County FIA's acceptance of the case for cases adjudicated in other states.

We thank your staff for their cooperation during our audit.